**2025 Commercial Motor Vehicle Renewal**Registering online is a 3-part process

1. Logging onto the KCoVRS Website
2. Printing off your Renewal Packet from last year and reviewing
3. Processing your 2025 Renewal

**Logging on to KCoVRS Website**

1. Go to the website [www.truckingks.org](http://www.truckingks.org)
2. Scroll down underneath the picture, under **“Renewal Links”** click the 2nd link down that says, **“Click Here to go to KCoVRS Login Page”**.
3. This will take you to the sign on for the KCoVRS website.
4. Enter your full account number with a KS in front of it. If your account number is less than 6 digits you will add leading zeros. For example, if your account number is 1234 you will enter KS001234.
5. If you have not logged on in more than thirty days, you will need to get your password reset.
6. Use the **“Forgot Password”** Function on the log-in page to reset your password.
7. If the **“Forgot Password”** function does not work, please call 785-296-3621 Ext 2-2
8. Once your password has been reset log-in and answer your secret question

**Printing off Renewal Packet**

1. Once you log on the first menu you will see is a picture of the open road, this is the **“Enterprise Menu”**.
2. Go to **“Applications”** and then click **“IRP/CMV”**.
3. Find **“Reprint”** on the **“IRP/CMV”** banner. Drop down and click **“Renewal”**.
4. Your account number will prepopulate, enter 2024 for the Fleet Expiration year then click **“Proceed”**. This will show you all the Fleets that you have and will need to renew. Next click **“Select”** on one of the Fleets and then click **“Proceed”**.
5. The **“Renewal Packet”** will pop up as a PDF file in a separate window. You will need to disable pop-up blockers if you are not able to see the PDF file. Once you allow the pop-up blockers you might need to do this action again. click **“Select”** and **“Proceed”**.
6. Print this packet out and review it.
7. Repeat Steps 4-6 for each fleet that you have.

**After Reviewing your Renewal Packet, you have several options to complete the Renewal**

1. Continue online and Renew your Fleets yourself then supply the supporting documents to a participating processing location.
2. Note the changes that need to be made and mail your renewal application to a participating processing location.
3. Note the changes that need to be made and take the application to your participating processing location. We suggest contacting the location you would like to visit to see if an appointment is required.

**Please see the complete list of processing locations at** [**www.Truckingks.org**](http://www.Truckingks.org)**.**

**Renewing your Fleet**

**1. Documents required for Renewals**

1. Proof of Insurance
2. HVUT-2290 (If Vehicles are over 54,000lbs Year: July 2024-June 2025)
3. Unified Carrier Registration 2025 (Interstate Carriers and Interstate Commodities)
4. Updated MCS-150 (If you have a DOT number you must update it every two years)

**2. Starting Renewal**

1. Go to **Applications** on the menu, drop down and click **IRP & CMV**
2. This will take you to the “IRP menu”.
3. Go to the supplement tab and drop down and click “**Renew Fleet**”.
4. Your Account Number will populate. Enter Fleet Number, Expiration Year 2024, and click “**Proceed**”.

**3. Account Tab**

1. If you want to change information on the Account Tab, you will need to contact your preferred county location or KDOR before processing your renewal or send your renewal application into their offices for processing. Go to [www.truckingks.org](http://www.truckingks.org), under “**Useful Resources**” click the link “**Find Your Local Office Location**” for contact details.
2. Confirm the information on the Account Tab is correct, next you will click “**Proceed**”. The Customer Details Verification screen will appear, confirm the information is correct and click “**Proceed**”.

**4. Fleet Tab**

1. You can edit information in any white field.
2. For **Intrastate** or **CMV** fleets you will need to enter the Insurance Company, Policy Number, and Insurance Expiry date into the appropriate fields.
3. Confirm all the information on the "**Fleet**” Tab is correct and click “**Proceed**”.
4. Next the Fleet Details Verification screen will appear, confirm the information is correct and click “**Proceed**”.

**5. Distance Tab**

1. **Intrastate** or **CMV Fleets** are not required to report their mileage, click “**Proceed**”, Confirm, then click “**Proceed**” again.
2. **Interstate** or **IRP Fleet**
	* 1. **Generated IFTA Miles-**If you reported your mileage to IFTA your mileage will automatically generate in each state that you have reported miles in through July 2023-June 2024 once you hit the first proceed. **If you have units on the fleet that are not required to report miles to IFTA, you will need to add those miles to the already generated miles and update accordingly on your screen.**
3. **Manual Entry-**If your mileage was not generated, you will need to manually enter in the mileage that you have reported in each state that you have driven miles in through the period of July 2023-June 2024.
4. **Estimated Miles**- If you were not in operation between July 2023-June 2024 you will need to contact KDOR, and they can process your renewal using the estimated mileage.
5. Review the page and click “**Proceed**” to the next tab, now your renewal distance has been generated.

If you are getting a flag on your actual miles traveled for IRP Fleets, then you will need to contact your preferred county location or KDOR for a mileage confirmation.

* + **Note**: You may be required to submit your IFTA Quarterly filings and log reports to verify the mileage you are reporting.

**6. Weight Group Tab (IRP only)**

1. If there are no changes that need to be made to your Weight Group Selection, then click **“Done”.**
2. **Add Weight Group-** To add a weight group you will click the **“Add Weight Group”** button. On the drop-down menu marked **“Max Gross Weight”** you will select the weight group you wish to add, then click **“Proceed”**, confirm, and click **“Proceed”** again.
3. **Delete Weight Group-** Find the weight group you would like to delete and click on the **“Select”** link. Scroll down and click on the **“Delete Weight Group”** box. Confirm and click **“Okay”.** Next click **“Done”**, and you will move on to the Vehicle Tab.
	1. **Note:** You cannot delete weight groups that are occupied by vehicles.

**7. Vehicle Tab**

**a.** If there are no changes to be made to any of the units on your fleet, you will click **“Done”** to move on to the Billing Tab.

**b. Update Information-**If you would like to update any of your vehicle’s information you will select the “**Update Vehicle Information**” radio button and then click “**Proceed**”.

1. Type the Unit, VIN Number, or Plate Number that you would like to change and click **“Find”**. The vehicle selected will come up and you can change any information that appears in a white box. Examples would be Unit Number or Weight Group.
2. Once you have completed your changes click **“Proceed”**, Confirm, and then click **“Proceed”** again.
3. A blank vehicle details screen will display, if you have more than one vehicle to change information on you repeat the steps 1-3. If not, move ahead to Step 4.
4. Next you will click “**Done**” and it will take you back to the Vehicle page, next you will click “**Done**” again and it will take you to the Billing Page.

**c. Delete Vehicle-** If you would like to delete a vehicle off during your renewal process then you will select the “**Delete** **Vehicle**” radio button and “**Proceed**”.

1. A list of active vehicles will be displayed.
2. Next you will find the Unit number that you would like to delete and check the box next to the VIN, confirm that is the correct VIN number then click “**Proceed**”.
3. Confirm the deletion again and click “**Proceed**”.
4. The list of Active Vehicles will appear again.
	* + **Note:** If you would like to review your deletions click “**Vehicle List**”
5. Once you have completed the deletions you will click “**Done**”, it will take you back to the main screen on the vehicle tab and you will click “**Done**” again.
	* + **Note**: Deleted Vehicle Plates should be returned to your preferred office location

**8. Billing Tab**

1. On this page if you want to use the Quarterly Payment Option, you may check the box next to **“Quarterly Payment”**. Next, to generate an invoice, click **“Proceed”**, Review, and then click **“Proceed”** again.
2. **Note**: If the quarterly payment check box is greyed out it is an indication that this account has used quarterly payment option before and was delinquent on the payment. Quarterly Payments are not currently available for this account.

**9. Payment Tab**

1. An invoice will be generated in a PDF File, you may need to disable your pop-up blockers to view your invoice. This will be the amount due; this must be paid by March 1st, 2025, or the fleet will be suspended, and late penalties will be assessed.
2. **Quarterly Payment-** If the quarterly payment option was selected make sure to keep your Quarterly Payment vouchers and make payments in a timely manner. **Failure to pay before or on the due date can lead to the remaining quarterly payments being due and additional fees and penalties being accrued.**

**10. At this point you have three options:**

1. Print your invoice, review and sign the signature page. Then continue on KCOVRs and pay the amount due with a credit card or escrow balance and provide all supporting documents to a processing office.
2. Print your invoice, review and sign the signature page, and mail a check payment and all supporting documents into a processing office.
3. Print your invoice, review and sign the signature page. Then take a check or cash payment and all supporting documents into a processing office (please call ahead to confirm that your location takes walk-ins).

**Please visit** [**www.Truckingks.org**](http://www.Truckingks.org) **for a complete list of processing offices and the services they provide. Under “Useful Links” Look for “Find your Local Location”.**

**11. Payment Cont.**

a. click **“Proceed”** and review. **“Proceed”** again and your transaction will be placed in the “**Cart**”, you will the see it under “**Cart** **View**” to continue click “**Proceed**”.

**b. Credit Card**

1. If you would like to use a credit card, then you will click the “**Credit Card**” button, and the second window will pop up. This will be the Lexis Nexis payment window. Fill out the information and then click “**Continue**”. Once your payment has been completed you will close the window. Go back to the main screen and click “**Proceed**” and then “Complete” on the next screen. A final payment receipt will be generated.
	* + **Note**: Credit cards will charge a service fee of 3.25% for the transaction
		+ **Note**: Do not fill in any information on the payment screen, only click the credit card button or the CC payment window will not appear, if you have done this click “**Refresh**” and then the Credit Card button.

**c. Escrow**

1. If your account has enough money in your escrow account, you can use that amount to apply to your invoice total. You will select “**Escrow**” Under “**Payment Type**”, the escrow amount will then be applied. If the amount covers the invoice total, then click “**Proceed**”.
2. If the amount is less than the total, then you would click “**Add**” this will add a second line to Payment Type. Then click the **“Credit Card”** button to open the Lexis Nexis screen. Fill out the information and then click “**Continue**”. Once your payment has been completed you will close the window. Go back to the KCOVRs screen. Click “**Proceed**” and then **“Complete”** on the next screen. A final payment receipt will be generated.

12. **Credentials**

**a.** Credentials for the 2025 year will not be generated until all required documentation has been collected and verified by a processing location. Please contact your preferred processing location to provide documentation and complete the renewal process.

* **Note:** New cab cards will need to be issued for all power units and trailers this year as we have added the KS Seal feature to enhance the look and validity of registration. To reprint all cab cards, find **“Reprint”** on the IRP level in KCOVRs, select **“Cab Card”.** Your account number will prepopulate. Enter the fleet number, 2025 for the fleet expiration year and 0 for the supplement number. Also mark the box next to **“Reprint All Vehicles”**. Then click **“Search”.** Then click **“Generate”**. Cab cards for all units renewed on that fleet for 2025 will generate in a PDF file you can print and/or save.